

Vacancy Summary

Job Title: Solent Forum Officer (Assistant)

Reference Number: HCC – Grade E

£ 23,343 - £ 26,277

Winchester

Hours: 22.2 per week

This is a temporary contract to be renewed annually, subject to on-going funding.

Secondments welcomed.

Job Details

A coastal officer is required with a thorough understanding and experience in Coastal Management to assist the manager in the administration of the Solent Forum, to take forward the work of the Solent Forum sub-groups as directed and manage and implement a range of projects that arise.

The administrative aspects of the job include the running of the secretariat; producing agendas and minutes; maintaining the database; organising meetings/events; supervising and training student placements; promoting the Forum at local and national meetings and through the preparation of newsletters; and website maintenance. The skills required for this include the need to work efficiently with attention to detail.

The candidate will also be required to manage Solent Forum sub-groups, and the projects that arise, producing relevant and timely reports and papers; the skills required for this are a thorough desirable for this include the ability to network positively with a range of stakeholders and the ability to work on your own initiative with a high degree of motivation.

A graduate in a related discipline, you will have experience and a good understanding of coastal zone management and of working with a wide range of organisations.

Closing Date: 26th February 2010

Interviews Planned for: 12th March 2010 (An alternative can be arranged if necessary).

Please apply via www.hampshirejobs.org.uk . Please call the Solent Forum if further information is required on 01962 846027.